

**CLEMSON UNIVERSITY  
CLASSIFIED STAFF SENATE**

Tuesday, March 8, 2005, 10:00 AM  
Student Senate Chambers

**Minutes**

**Present:** Ron Addis, Samantha Bass, Chris Behrens, Barbara Bergman, Teresa Blanding, Lynn Boiter, Gail Bryson, Deanna Burns, David Crockett, Linda Cocke, Richard Cowan, Glenda Dickson, Karon Donald, Mike Edwards, Corey Ferrier, Lynn Fowler, Gary Gaulin, Sally Glenn, Dexter Hawkins, James Hood, Jean Kopczyk, Phil Landreth, Cindy Long, Julia McBride, Cindy Owens, Jenny Peay, Michelle Piekutowski, Dan Schmiedt, Steve Shiflet, Bill Shivar, Wanda Smith, Marlene Ventura

**Absent:** Deborah Cantrell, Wayne Chao, Keith Chapman, Brad Goff, Heather Irwin, Billie Jones, Linda Kanaley, Emma Knight, Judy Link, Al Littlejohn, Gary Pye, Christine Sober, Terri Vaughan

**Guests:** Lawrence Nichols, Jessica Swink, Catherine Watt

- 1. Approval of Minutes:** Minutes of the February 8, 2005 meeting were approved as submitted.
- 2. Guest Speaker:** Catherine Watt, Director of Institutional Research and Jessica Swink. At the request of the Classified Staff Senate, the Office of Institutional Research has developed a tool to measure the breakeven point at which health insurance premiums begin to take away from the state cost of living increases. The study relates the 2005 health insurance premiums to the 2004 3% cost of living increase. It shows the salary at which an employee received a net raise of \$0 or less due to increases in health insurance premiums. Calculations are based on the Standard Health Plan. OIR is planning to post a model on their web site whereby an employee can enter their specific salary and health plan information to calculate his/her net gain. Catherine believes this model will be a useful tool for Human Resources and the Administration for future planning. Catherine noted that this model is still a work in progress and asked that any comments or questions be emailed to her ([cwatt@clermson.edu](mailto:cwatt@clermson.edu)) or Jessica ([pierce@clermson.edu](mailto:pierce@clermson.edu)). Catherine also updated the Senate on the status of requested salary study. She anticipates the study will be presented to the Budget Accountability Committee in April. Once it has been critiqued and cleared, it will be released to the Senate and other campus entities.
- 3. Open Commentary:** None.
- 4. Announcements from the President**
  - A. Academic Council,** Richard Cowan. Did not meet.
  - B. Administrative Council,** Lawrence Nichols. (1) The university expects to lose a large number of faculty and staff to the TERI system in 2005-2006. President Barker held a Faculty Hiring Summit in January to address the situation. The university plans to be pro-active in searching for new hires. (2) Lawrence assured the Senate that once the Administrative Council has framed the Road Map II, Senate input will be sought. (3) The state proposed 4% pay increase for all state employees has not been approved as of yet but there appears to be strong support for the proposal.

- C. Board of Trustees**, Ron Addis. No report.
- D. Governmental Affairs**, Richard Cowan. Richard added to Lawrence's information about the proposed pay increase that the same proposal includes money to offset any increase in health insurance premiums.
- E. President's Cabinet**, Ron Addis. Progress on the Road Map II was briefly discussed.
- F. Other:**
  - 1) **Human Resources**, Lawrence Nichols. No new information at this time.

**5. Treasurer's Report**, Cindy Long. Current balance in the vending fund is \$4,101.83 and an additional amount of \$551 is being held for purchase of conference room chairs. There is no change in the principle amount in the Endowment. A change only occurs when a deposit is made. Monies received from the Spring Golf Tourney and/or any other fund raising events are usually deposited during the fall/winter quarters of each year. Current E&G funds in OTHER are approximately \$2,800; TRAVEL is standing at \$1,000. The Treasurer's Report was unanimously approved as submitted.

## **6. Committee Reports**

### **A. Standing Committees**

- 1) **Activities**, Lynn Boiter/Gary Pye: (1) CSS Annual Awards Luncheon – The luncheon will be held on Tuesday, April 12<sup>th</sup>. Invitations are forthcoming. Please RSVP as soon as possible. (2) Golf Tournament – In the previous years, each CSS committee contributed theme baskets for raffle prizes. This year, we are asking each committee to seek donations from constituents and vendors to have larger prizes. The list includes: VCR/DVD player, TV, Weed Eater, Golf Driver or Putter, etc. Please get involved. All proceeds will go directly into the CSS Scholarship Endowment.
- 2) **Communications**, Corey Ferrier: The committee is working on revamping the CSS web site and will seek input from the Senate but would like to wait until they are a little further along in the project.
- 3) **Membership**, Chris Sober. No report.
- 4) **Policy and Welfare**, Dan Schmiedt: The committee continues to discuss ways to ensure staff's inclusion in the revised Road Map and what action(s) would be appropriate if they are not. Their plan is twofold: (1) Addressing the issue internally, they have drafted a letter to President Barker reiterating the importance of the inclusion of staff in the Road Map and asking for the status of the revision. Timeliness becomes an issue because the Road Map will be presented to the Board of Trustees at the April meetings. (2) If staff are included, no further action would be necessary. If not included, the committee recommends having staff send letters to President Barker and/or the Administrative Council voicing the importance of being included in the revised Road Map. The committee recommended that external action should be used as a last resort. If needed, they suggested a letter writing campaign to state legislators or the governor and possibly inviting state legislators to a Senate meeting.
- 5) **Scholarship**, Jenny Peay: The committee continues to work on the upcoming golf tournament. They "passed the hat" asking each Senator to contribute toward the goal of a \$100 hole sponsorship for the tournament.

### **B. University Committees**

- 1) **Accident Review Board**, Gary Pye. No report.
- 2) **Air & Water Quality Committee**, Gary Gaulin. Gary explained that the committee meets as needed. Gary recommended that the Senate consider having Senate representation on the Clemson University Environmental

Committee. Ron will contact CUEC to seek information. Gary currently serves on CUEC as a representative from Housing.

- 3) **Alcohol & Other Drugs Task Force**, Gary Pye. No report.
- 4) **Athletic Council**, Phil Landreth: Athletic Council meets on Monday, March 7, to conduct business concerning future ticket pricing.
- 5) **Bookstore Advisory**, Cindy Long. The committee met on 2/22/05 and discussed various items related to the operation of the bookstore. A REP (contract proposal) for the next award period for the bookstore contract was received from three nationally known college bookstore companies (Follett, Barnes & Noble, and Nebraska). Barnes & Noble received the contract which will be held for fifteen years. During the next few months you will be seeing construction in the CU bookstore to update and reorganize the store in appearance and ease of shopping.
- 6) **Faculty Senate Budget Accountability**, Ron Addis: The committee continues its work on the compensation study and the compensation philosophy. The philosophy has not yet been presented to the Administrative Council.
- 7) **CATS**, Robbie Nicholson: The Joint Transit Authority Board (CAT) met on February 23, 2005. In the absence of Chair Chip Boyles, Rick Cotton, Clemson City Administrator, presided over the meeting. Dan Wagner, Appalachian Council of Governments, gave an update on the work being done with local and state governments and area transit providers on issues including passenger rail, regional transportation authorities and consolidation/coordination of health and human service transportation. Statewide, Councils of Governments are taking a more active role in mass transit planning and are working closer now with the SCDOT-Division of Mass Transit on mass transit-related issues. Ed Hailbig, Seneca Planning Director, stated that Seneca requested and received a grant of \$157,000 in December 2004, to begin planning for new service. In mid-January 2005, Seneca applied for nearly \$38,000 more in federal and state funds so that they can actually begin providing a limited, pilot-project type of service later this year. The town is hopeful that they can implement an arrangement with Clemson Area Transit in Clemson to have an express route connecting with one of CAT's existing routes. Kathy Cauthen, Redfern Health Educator, stated that C3 (Clemson Community Coalition) is a partnership among Clemson University students, staff & faculty, City of Clemson leadership and citizens dedicated to alcohol awareness and prevention. Ridership increased by 32% in January 2005 (5,635 riders in January 2004; 7,410 riders in January 2005).
- 8) **Campus Master Plan Task Force**, Al Littlejohn. No report.
- 9) **Clemson University Foundation Board**, Ron Addis. Has not met.
- 10) **Council on Community & Diversity**, Terri Vaughan. The Council is currently learning about the improved methods the Admissions Office is employing for recruitment and retention of African American students and the impact they have made on the incoming freshman class. They are also planning for the 2<sup>nd</sup> Diversity Administrators Retreat to held Friday, April 29.
- 11) **Human Resources Advisory**, Julia McBride: 1) Timesheets – All timesheets must be completed accurately. Supervisors need to be aware if and when employees are putting excessive time on their timesheets. If the employee comes in at 7:30 and leaves at 4:30, that employee needs to be addressed on the policies of compensatory time. When the employees leave the university, they may try to receive payment for the extra time and that is not allowed. If the employees want to do comp time, then that should be an agreement between the supervisor and employees, but should not be shown on the timesheet. 2) Discovery Council – The council is a new committee within Human Resources that will look at ways departments perform certain tasks and fiscal efficiency.

Purchasing cellular phones for departments is one issue that is being discussed within the council. Purchasing Area Plus for the university is another area that will be looked at to see if this will cut down on phone service costs. 3)  
Terminations – Please terminate employees as soon as possible after their last day worked. Many employees are active in CUBS but have not worked recently. This is especially true with student employees.

**12)Joint City/University.**

**13)Library Advisory,** Karon Donald. Has not met.

**14)Parking Advisory,** Dan Schmiedt. The committee continues to discuss revisions to the 10 Parking Principles. The Senate raised questions about the parking lottery. It was suggested that a lottery winner be given the option to decline. Dan will take the questions and suggestion to the committee.

**15)President's Commission on the Status of Black Faculty & Staff,** Sandra Parker. No report.

**16)President's Commission on the Status of Women,** Chris Sober. No report.

**17)Recreation Advisory,** Dexter Hawkins. Has not met.

**18)South Carolina State Employees Association,** Betty Cook. No report.

**19)Student Conduct Code Review Committee,** Deborah Cantrell and Phil Landreth. The Student Conduct Code Review Committee is now fully staffed and Judicial Services will host the first meeting of this committee sometime in March. SCCRC will be responsible for reviewing annually the Student Code of Conduct and recommending changes to the Vice President for Student Affairs and may also review, upon written request of students or university entities, other university policies affecting students to determine if those policies are consistent with the philosophy and intent of the Student Code.

**7. Unfinished Business**

- A. Staff Ombudsman:** Ron met with Lawrence Nichols and Faculty Senate President Webb Smathers last week to discuss the staff ombudsman details. Details of the discussion will be shared with the Senate at a later more appropriate time.
- B. CSS Administrative Assistant Update:** Richard Cowan announced that the search committee will email all Senators in the next few days with an announcement of the newly hired Administrative Assistant.

**8. New Business**

- A. Nomination of Officers:** Lynn Boiter was nominated for Vice President. Phil Landreth was nominated for Secretary. Cindy Long was nominated for Treasure. Cindy's second term expires in April 2006 and asked for approval to train her successor during the 2005-2006 year. No nominations were offered for Parliamentarian. Nominations will be accepted at the April meeting until voting occurs. Nominees were reminded that they must have their supervisors sign the Nomination Form in order to be considered for the office.
- B. Representative for University Spring Awards Selection Committee:** The committee reviews applications for the various awards and makes the selection. Richard volunteered to represent the Senate.

**9. Announcements**

- A. Campus Sweep:** Campus Sweep has been scheduled for April 1, 2005. This annual event is coordinated by the students with assistance from Facilities. Staff are invited to sign-up to help beautify our campus.
- B. Guest Speaker:** The Senate is trying to arrange for Gerald Vander Mey to address the Senate on the topic of Riparian Corridors on campus at the May 10<sup>th</sup> meeting.

## **10. Adjournment**

**Next Meeting:** Tuesday, April 12, 2005 10:00 AM  
**\*Outdoor Lab, Kresge Hall**

\*Directions to Outdoor Lab from Highway 123 in Clemson:

Turn onto Hwy. 76/28 East towards Anderson. Follow for approximately four miles. There will be a green sign indicating a right turn for the Outdoor Laboratory. Turn right onto West Queen Street and go approximately 3 miles. The Outdoor Laboratory entrance will be on the left.

<http://www.clemson.edu/outdoorlab/directions.html>